

OSA-0732-63

29 March 1963

MEMORANDUM FOR: Chief, Material Division, OSA

TO: Administrative Division

SUBJECT: Office Equipment

1. It is requested that CD/OSA be supplied with three new IBM Electric Typewriters - two (2) with 18" carriages and one (1) with a 12" carriage.

2. Due to the type of work done in Contracts Division we believe that the following reasons provide sufficient justification for these new typewriters:

- a. Extensive typing of contracts requires two or more typists on the same project, which is difficult to do with the three different types now being used. The contracts require a type of print that is clear and legible.
- b. The three present typewriters are in a constant state of repair which tends to decrease the efficiency of the office.

25X1

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[Redacted]
Chief, Contracts Division, OSA

CD/OSA-DD/R:WRM:jlt

Distribution:

- 1 - MD/OSA
- 2 - ADMIN/OSA
- 3 - CD/OSA
- ✓ 4 - RB/OSA

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RE CD/OSA _____ X
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